

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, March 1, 2021

*Due to COVID-19: Meeting access by the public was available through the live stream on the Trac 7 YouTube channel. Ted Kiefat served as the meeting coordinator.

Mayor Ward called the meeting to order at 6:01 p.m.

MEMBERS PRESENT: Jake Benson, Rory Johnson, Chad Ward, Troy DeWall

MEMBERS ABSENT: Jim Rohweder

OTHERS PRESENT: City Administrator Jess Rich, City Attorney John Bray, Megan Jordan, Ted Kiefat

Motion by Johnson, seconded by Benson and carried 4-0 to approve the City Council minutes from Tuesday, February 16, 2021.

Motion by Ward, seconded by DeWall and carried 4-0 to approve the agenda for Monday, March 1, 2021 with the addition of items:

6E. Home Occupations

6F. Resolution 14-21 Duluth Softball Raffle Application

6G. Legislative Update

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Meeting was delivered via livestream on Trac 7 due to the COVID-19 pandemic. The link to access the meeting was provided to the public prior to the meeting via a posted meeting notice, the City's website, the City's Facebook page, and the direct line of 218-628-6289 provided for call-in comments.

NONE

Motion by Johnson, seconded by Benson and carried 4-0 to approve the consent agenda for Monday, March 1, 2021.

6. NEW BUSINESS

A. Committee and Commission Application and Appointment Discussion

Administrator Rich states some currently formed committees and commissions have clear bylaws and defined terms, while other commissions and committees do not. One suggestion is setting term lengths for paid commissioners verses non-paid committee members. The purpose of this document is to compile information for existing committees and commissions and would allow for distribution to interested parties and/or new members. Councilor Benson asks if suggestions should be emailed for discussion and Administrator Rich clarifies to submit ideas to her via email. Suggestions will be compiled and brought back to council for further discussion and approval. Mayor Ward suggests setting a defined expiration date for seats and committee appointments.

B. 4M LTD Fund Recommendation

Administrator Rich states this recommendation came from Finance Director Leslie Brunfelt. Brunfelt recommends utilizing a new investment option that will be offered by 4M through the League of MN Cities. At this time, it is unknown if there is a current fee to be charged for the use of the fund.

Motion by Benson seconded by Johnson (motion/second later rescinded) to accept the recommendation from Finance Director Leslie Brunfelt and invest into the 4M LTD Fund as submitted. Discussion follows with Councilor Benson asking for clarification on what is included in the sales tax. Mayor Ward and Councilor DeWall would like to know what if any fees are associated with the fund prior to investment approval. Councilor Benson rescinds the original motion with Councilor Johnson withdrawing his second as well. Item tabled.

C. Capital Improvement Plan

Motion by DeWall seconded by Johnson and carried 4-0 to approve the Capital Improvement Plan as presented. Councilor Benson asks about specifically improving sidewalks and if those were overlooked as they were not included as a separate piece of the plan. Councilor DeWall states sidewalk improvements would be included with any road and/or street project and assessed accordingly. Administrator Rich also states the study was completed specifically for streets and utilities in order to provide information on the condition of the infrastructure within the city. Councilor Benson addresses the removal of trees associated with street projects. Councilor DeWall clarifies the removal of trees in the road right of way due to the damage they cause to infrastructure, while suggesting better location options for the planting of trees.

D. Northland Alert Emergency Notification Program Participation

Councilor Benson suggests the participation in this program in order to better notify the public when emergencies arise.

Motion by Benson, seconded by DeWall and fails (roll call vote: Ward N, DeWall Y, Johnson N, Benson Y) to approve the implementation of Northland Alert for the City of Proctor. Administrator Rich clarifies the introduction of Northland Alert to Public Safety Committee, the Police Department, and the Fire Department. Administrator Rich also explains the logistics and use of the program and associated conflicts with usage. Motion fails due to resulting in a 2-2 vote, and Mayor Ward will research other programming along with sending Northland Alert Program information to the Public Safety Committee.

E. 2021 Home Occupation Permits

Motion by Benson, seconded by Johnson and carried 4-0 to accept the 2021 Home Occupation Permits as submitted.

F. Resolution 14-21 Proctor Youth Area Softball Association Raffle Application

Motion by Ward, seconded by Johnson and carried 4-0 to accept resolution 14-21 and approve Proctor Youth Area Softball Association to hold a raffle with a drawing on April 30, 2021.

G. Legislative Agenda – Informational

Councilor Benson presents an update on the items moving through the state legislation with a deadline of Friday, March 12, 2021. The Department of Revenue ended in a \$1 billion dollar surplus with Governor Walz proposing his own bonding bill. Councilor Benson requests any ideas for introducing bills to the state legislature be brought to Administrator Rich, acknowledging a special meeting will need to be held prior to submittal.

7. LABOR AND NEGOTIATION ISSUES – PER MN Statutes 13D Closed Meeting

None

8. NEW BUSINESS (Continued)

MEMBER CONCERNS

Administrator Rich: Although funding for the Playground for EVERYBody has been granted from the state DNR office, the receipt of those funds at the state level has been held up due to office closures on the federal level. The federal DNR office had been closed due to COVID, resulting in a delay of releasing funds to the state DNR office. An extension on the CDBG funds has been granted, and once other federal funds are available, progress will continue toward project completion. Boiler leaks at City Hall is being monitored and worked on. Sales tax exemption legislation is moving forward.

Benson: None

DeWall: Extends gratitude to the Proctor Fire Department, Chief Helquist and crew, Canosia Fire Department, Solway Fire Department and the Proctor Police Officers Mosher and Riebel for their participation during the tribute for K9 Luna on the Boundary Avenue Bridge. Requests a master list of home occupation permits to ensure receipt and granting of all qualified businesses.

Rohweder: None

Ward: Attending Capital Days via virtual attendance with Administrator Rich on March 3rd/4th.

Attorney: None

BILLS FOR APPROVAL

General: \$174,655.58

Liquor: \$34,792.12

TOTAL BILLS FOR APPROVAL: \$209,447.70

Motion by Johnson, seconded by DeWall and carried 4-0 to approve the bills as submitted.

Motion by DeWall, seconded by Johnson and carried 4-0 to adjourn the City Council meeting at 6:40 pm.

Chad Ward
Mayor

Jess Rich
City Administrator